

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of the Business Services Supervisor or designee, perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; maintain, audit and reconcile assigned accounts; prepare, maintain and ensure accuracy of various financial records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; provide technical accounting support for various accounts and functions such as accounts payable, accounts receivable and payroll activities.

Maintain, audit and reconcile assigned accounts; assemble, match, sort, tabulate, check and post a variety of financial and statistical data including income and expenditures; review, adjust and ensure accuracy of journal entries; balance and adjust accounts.

Review, process and evaluate purchase orders, warrants and invoices as assigned; prepare invoices for payment; verify invoices and match with purchase orders; issue and distribute accurate payments to purchase orders as directed.

Input a variety of financial and statistical data into an assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements; ensure accuracy of input and output data.

Process accounts receivable as assigned; reconcile cash accounts; receive, verify and process deposits; check money totals against receipts and invoices to ensure accuracy; prepare invoices and arrange for billings as directed.

Research, compile, prepare and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports and files related to accounts, income, expenditures, transfers, purchase orders, invoices, budgets and assigned activities.

Maintain contact with vendors to modify and clarify invoices and resolve discrepancies as required; follow-up on purchase orders, invoices, warrants and payments as needed.

Process payroll according to established timelines and procedures as assigned by the position; receive and review timesheets received for accuracy as assigned by the position; calculate earnings due for extra duty, over time, garnishments, substitute pay, dock pay, and related calculations as appropriate; input timesheets into appropriate system; monitor and post employee

leaves; process and input personnel changes regarding W-4's, union dues, tax deferred deductions, insurance adjustments, and others.

Process and evaluate various forms and applications as assigned; compare and reconcile forms, statements, records, reports and other financial documents; identify errors and resolve discrepancies; initiate account transfers as needed.

Compile, research and evaluate a variety of fiscal information related to assigned fiscal functions; assemble and distribute related materials; ensure reports are submitted to appropriate personnel according to established time lines.

Assist designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare and revise budgetary data.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns related to job.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Perform various clerical duties in support of assigned functions as required; receive and respond to mail and e-mail as assigned; prepare routine correspondence; duplicate and distribute materials.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, procedures and terminology used in technical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- General accounting and business functions of an educational organization.
- Policies and objectives of assigned programs and activities.
- Use and processing of requisitions, purchase orders, invoices and related documents.
- Preparation, review and control of assigned accounts.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Mathematic computations.

ABILITY TO:

Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts.

Maintain accurate financial and statistical records.

Prepare and evaluate comprehensive accounting reports and statements.

Verify, balance and adjust accounts.

Review, process, evaluate and verify a variety of financial information.

Identify, investigate and resolve financial errors and discrepancies.

Issue and distribute vendor and claim reimbursement payments as assigned.

Monitor and audit income and expenditures.

Assemble, organize and prepare data for records and reports.

Reconcile, balance and audit assigned accounts.

Compare numbers and detect errors efficiently.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Perform efficient and accurate mathematical calculations.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent supplemented by college-level course work in accounting or related field and three years of increasingly responsible clerical accounting or bookkeeping experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Ability to see to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

FINAL 3.21.14